

EXCO Teleconference
May 18, 2013 16:00 – 18:45 GMT
Minutes

Version: **Final**
Participants: **Ann Greenhough (AG); Arnoud Philippo (AP); Jonny Sägänger (JS); Jaime Romero (JR); Mirek Wasilevski (MW)**
Absent: **Danielle Serres (DS)**
Minutes Recorder: **Penny Pattison (PP)**

NEXT MEETING: To be decided by email

Actions are identified in Italics and Underline. A summary of action items is at the end of the minutes

1. Chit-chat before the meeting began.
2. **Meeting began at 16:00 GMT. Welcome Penny Pattison**, external minutes recorder
 - a. Action: Jonny will complete his draft “Best Practices and Procedures” document and circulate it for discussion at the June 2013 meeting.
3. Today's agenda (review and agreement)
 - a. Version 2 of the agenda was approved as circulated
4. Review and adoption of minutes from meeting of April 20, 2013
 - a. Version 2 of the minutes was reviewed
 - b. Under item 4, Danielle’s report, after the first point the following words are added: “The documents, in 4 languages, were disseminated to all PSs & NTs. Received feedback from a dozen countries so far, not only reports.”
 - c. The revised April 20, 2013 minutes were approved.
 - d. Updates related to minutes:
 - i. Jonny sent EXCO his speech to the April 2013 South East Asia regional meeting, for their information
 - ii. Tim Phillips will help with minutes on Saturday and Sunday of the Face to Face meeting in September 2013
 - iii. Future minutes will have a list of the action items at the end of the minutes
 - iv. JR will continue to send Renee the approved minutes for posting on siexco.org
5. **Short reports:** (voluntary, max 3 minutes each)
 - a. Ann Greenhough (AG)
 - i. A bulletin focusing on Development activities will be sent to Key People to supplement SI News as an experiment. It contains 12-14 items, and there has been positive feedback. AG is working with Terry Stone to coordinate the content.
 - ii. The ‘Future Project Questionnaire’ was piloted in English at the Servas Britain AGM. DS has translated it into French and plans to use it at the Servas France AGM. Action: AG will organize putting the ‘Future Project Questionnaire’ online, and publicizing it.

- iii. AG wrote to all Area Coordinators, and has had replies from all except Naseem.
- iv. An East Asia area meeting is planned for November 2013 in China.
- v. The Alicante meeting now has over 70 people registered. The Development committee is helping with visas. The budget is coming soon.
- vi. Servas Britain has agreed in principle to hold a 2014 international meeting focused on the Future Project.
- vii. Servas Britain has reaffirmed that they will manage a Servas International Youth Trust Fund.
- viii. 2015 General Assembly: New Zealand and Colombia are the two options now. Feasibility Reports from both countries are needed by August 2013 so that the decision can be made at the EXCO September 2013 meeting.

b. Jaime Romero (JR)

- i. Annual Reports: 35 have been received, containing interesting comments. They are in Excel, to allow easier analysis
- ii. SI Handbook review: Add a definition of a Servas member, so that there is one common definition for all national groups. Action: JR will coordinate defining what is a Servas member, and adding it to the SI Handbook.
- iii. Action chart: It will be ready for approval at the face-to-face meeting; a simpler chart is needed, emphasizing strategic actions. Action: JR will coordinate a proposal for an Action Chart in July 2013.
- iv. Distant Vote (DV) process: For the November 2013 DV motions are needed by June 2013. JR is working on a DV motion. Action: JR will coordinate motions for the Nov 2013 DV.
- v. AC South America election: JR has clarified the AC election process with the Nominations Committee in terms of time to do the Distant Vote Calendar. JR believes one is necessary, based on discussions he has had. JR and AG agree that all member countries first need to be asked if they want an Area Coordinator and if they do want one in order to define the Distant Vote process. Action: AG will write an email to all South America member groups, to be translated and sent by Jaime in Spanish, asking if they want an Area Coordinator and if they do want one, what they want the person to do.
- vi. Communication tools between members: An alternative to Skype is needed if Skype is not working well. Action: JR will follow up with Pramod and the Youth group (who use Google) to find other communications tools and their costs.
- vii. Statistics requested by Jonny about members: Some of the information requested is available in Dolphin.
- viii. Proposal for Servas web page from Colombia: A research group at University El Bosque in Colombia is interested in making a proposal to develop the Servas web page. Action: JS will follow up with JR about it.

c. Mirek Wasilewski (MW)

- i. Action: All EXCO members are to send 2012 expense claims to Mirek as soon as possible.
- ii. MW's priority is sending SI stamps when requested. He is up to date with this process.

- d. Danielle Serres (DS) – absent, due to Servas France AGM
- e. Arnoud Philippo (AP)
 - i. AP is working on the SI Facebook group. It is quite time-consuming, since each person applying must be checked to ensure they are a Servas member, by consulting their Servas country. Servas Israel is very active.
 - ii. AP has been in touch with the company that developed the Globetrotters web site, since the design of that site might be a good one for Servas. Action: AP will send EXCO more information about the company that developed the Globetrotters web site.
 - iii. The Host List Reliability survey has not yet been started.
- f. Jonny Sågänger (JS)
 - i. Pramod Kumar is the new National Secretary for Servas India. All outstanding questions have been successfully handled.
 - ii. JS has re-started communications with BeWelcome, the group that SI collaborated with in 2010.
 - iii. JS made a speech for the Servas France AGM.
 - iv. JS has begun working with Suzanne Stirling, a young person, as decided at the 2012 GA. Suzanne will be called a ‘collaborator’.

6. **Update:** ServasOnLine – a new/modernized website

- a. First version of Request for proposal, RFP
 - i. JS has assembled a team to work on a Request for Proposal (RFP) to be sent to web development companies
 - ii. JS has been in contact with several web development companies, and will add the others mentioned in the meeting to his list
 - iii. There was some discussion about the scope of the ServasOnLine RFP (in other words, how much of SI’s online presence is included). it was agreed that it is important that EXCO should have a united approach to this matter. Action: Jonny will circulate the draft ServasOnLine RFP to EXCO for comments and to help EXCO come to an agreement about the scope of the RFP.
- b. Report from ServasOnline Working Group, SOLWG (Matthew)
 - i. Matthew received enough feedback on the user interface. He is now fixing the user interface, and it is 50% completed.
- c. ServasOnline project time table
 - i. Action: All EXCO review the ServasOnLine project timetable.
- d. Questions? No other questions

7. **Update:** Exco matters and goals
 - a. Action: JR and JS will ensure that Action items from EXCO minutes are added into the chart.
8. Stretch legs: Successfully completed
9. **Update:** Servas economy
 - a. After EXCO's expense claims are received, the 2012 fiscal year can be closed.
 - b. MS explained that signing of the 2011 financial reports is based on the 'continuity principle': "There is the continuity assumption so the persons currently in office signs off financial reports for earlier periods, like in corporations." Signing the reports indicates approval.
 - c. MS noted that he could request the External or Internal Auditor to add a note in the Auditor's reports about the changes in EXCO before GA 2012 and as a result of GA 2012. This would clarify who was in charge in that period.
 - d. Action: JS will decide what he will do about signing the 2011 financial reports and notify EXCO on Sunday May 19, 2013.
10. **Update:** Face-to-face meeting DEFERRED
11. Two motions from Ann Greenhough for a decision by SI Exco
 - a. **11:1 Youth meeting budget 2013**
 - i. There was discussion of the motion, and possible changes to the wording.
 - ii. Action: AG will revise the Youth meeting budget 2013 motion, for an EXCO decision by email. It was noted that the Minutes Recorder needs to be copied, so that the decision can be included in the next meeting minutes.
 - b. **11:2 Youth Team Budget 2013**
 - i. Action: AG will revise the Youth meeting budget 2013 motion, for an EXCO decision by email. It was noted that the Minutes Recorder needs to be copied, so that the decision can be included in the next meeting minutes.
12. **Discussion & decision:** Communication channel for Exco Internet discussions and decision
DEFERRED
13. **Next meeting:** Time and date To be decided by email
14. Any other business/miscellaneous? NONE
15. End of meeting 18:45

See following page for Action items.

Summary of Action Items:

- 2.a. Action: Jonny will complete his draft "Best Practices and Procedures" document and circulate it for discussion at the June 2013 meeting
- 5.a.ii. Action: AG will organize putting the 'Future Project Questionnaire' online, and publicizing it.
- 5.b.ii. Action: JR will coordinate defining what is a Servas member, and adding it to the SI Handbook.
- 5.b.iii. Action: JR will coordinate a proposal for an Action Chart in July 2013.
- 5.b.iv. Action: JR will coordinate motions for the Nov 2013 DV.
- 5.b.v. Action: JR will send an email to all South America member groups, asking if they want an Area Coordinator and if they do want one, what they want the person to do
- 5.b.vi. Action: JR will follow up with Pramod and the Youth group (who use Google) to find other communications tools and their costs.
- 5.b.viii. Action: JS will follow up with JR about it.
- 5.c.i. Action: All EXCO members are to send 2012 expense claims to Mirek as soon as possible
- 5.e.ii. Action: AP will send EXCO more information about the company that developed the Globetrotters web site.
- 6.a.iii. Action: Jonny will circulate the draft ServasOnLine RFP to EXCO for comments and to help EXCO come to an agreement about the scope of the RFP.
- 6.c.i. Action: All EXCO review the ServasOnLine project timetable
- 7.a. Action: JR and JS will ensure that Action items from EXCO minutes are added into the chart.
- 9.d. Action: JS will decide what he will do about signing the 2011 financial reports and notify EXCO on Sunday May 19, 2013.
- 11.a.ii. Action: AG will revise the Youth meeting budget 2013 motion, for an EXCO decision by email.
- 11.b.ii. Action: AG will revise the Youth meeting budget 2013 motion, for an EXCO decision by email.